



LETTERBOX DESIGN + INNOVATION

OPERATION & MAINTENANCE MANUAL

Morris Property Group
"Renaissance Apartments" Light St, GRIFFITH ACT

Introduction and Scope

To preserve the powder coated or anodised finish on your letterboxes, regular cleaning is required. Deterioration of the coating occurs mainly as a result of grime deposition and attack by contaminated moisture which in coastal and pool environments contains salt and sulphur compounds. Such grime and contamination absorbs moisture like a sponge and holds it against the powder coated and anodised surfaces where the contaminants can attack and damage the coating which cannot be restored.

The cleaning of powder coated and anodised material should be performed using hand-cleaning and rinsing techniques. This should be achieved by using small amounts of clean water and recommended cleaning products. Do not under any circumstances use an abrasive cleaning agent as this will severely damage the surface of the material. Thoroughly rinse off any detergent with clean water. Hosing must be avoided under all circumstances. Dry - preferably with a chamois, alternatively with a soft cloth.

The cleaning of the letterboxes should be performed at a time that will allow the aluminium to dry quickly, preferably early in the morning.

Assets

Letterboxes are constructed using an outside surround casing of architectural grade aluminium extrusion section.

The corners of each bank are mitred 45 degrees and joined with stainless steel screws to form a tight 90-degree alignment. An extruded section is also used for the letterbox doors, which are secured in place with stainless steel rods for longevity in the elements.

For maximum resistance to water penetration, a weather hood is fitted over each

mail slot, raised floors are fitted to all bottom row boxes, and there is a silicone sealed rear backing sheet and drainage holes to the underside of all letterboxes.

Internal shelves and dividers are laser cut from 2mm aluminium material slotted and folded into shape. This allows each box to slot together to form an internally seamless individual box.

All of the locks we install are internally plated and come with two identification tagged keys individually keyed for each box.

Style:	RL33 (#9104)
Total boxes:	26
Retrieval:	Front opening
Finish:	Dulux Satin Black 959-81878
Locks:	Standard 2000 series
Collection:	Delivered
Practical Completion:	27 th July 2022

Maintenance

We recommend the use of Kitten "Glo-Wash" or Turtle Wax "Zip Wash" however should these products give less than the desired results try Turtle Wax "Ice Polish" or RE-PO "Cream Polish" as per the manufacturer's instructions.

Use only the above-mentioned cleaning products and do not use alternate products by other manufacturers. This may cause permanent damage to the surface finish.

Unless a service contract with Ryan Letterboxes is in place, the responsibility to maintain the letterboxes is with the owner of the property.

Locks should be cleaned monthly and cylinders cleaned with a silicone-based lubricant.

Frequency of Cleaning

Cleaning required is dependant on the severity of the environment. The following time periods represent a guide only.

Rural / Suburban Environments

The maximum period between cleaning should never be more than six (6) months.

Coastal / Pool / Industrial Environments

More frequent cleaning is necessary here with the maximum period between cleaning being no more than three (3) months.

Extreme Conditions

Under the worst conditions involving heavy grime deposition and atmospheric pollution (e.g. sulphur compounds or salts) monthly cleaning is advisable if deterioration is to be prevented.

Spare Parts

Locks should be cleaned monthly and cylinders sprayed with a silicone-based lubricant.

Warranty and Certificates

Replacement parts and/or servicing should only be done by Ryan Letterboxes. Any work done by third parties will void your warranty. All letterboxes and installation services supplied by Ryan Letterboxes come with the following warranties;

1. Anodised finishes - ten (10) years
2. Powdercoat - five (5) years
3. Locks – 12 months

Help and Contact

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